

Request Leader Access

1. Log in to Soldier Fitness Tracker website at <https://www.sft.army.mil>
2. **Getting Access**
 - Under the “Leadership Reports” heading, click the **Request Leader Access** link.
 - Enter Work Phone, Commander Name, and Commander Phone. Check the box self-certifying the need for access.
 - Click the **Continue** button.
3. **Initial Task Force Build**

Based on your assigned UIC, you will be presented with an option to select your UIC and all child UICs for your assigned UIC. Note: If you do not select the child UICs during this step, you will not be presented with this option again.

When complete, you will be on the “Manage Task Force” tab. To view the report for you unit(s), click the “View Task Force Report” tab.

My Task Force Functionality

There are three tabs for navigating the My Task Force functionality.

“Manage Task Force” Tab

Here you can add or delete units and/or users for your existing task force.

- All of your current UICs will be listed with Unit Name.
- To remove an entire UIC from your task force list:
 - Click the **Delete** link to the left of the UIC.
 - Message box will appear “Are you sure you want to remove this entry?” Click **OK** to confirm or **Cancel** to return to list.
- You can customize your task force by adding additional UICs or individuals. To add a UIC:
 - Under the heading “Add and delete units to your task force,” enter the UIC in to the text box.
 - Click the **Add UIC** button.

To add an individual:

- Under the heading “Add and delete individual users for your task force,” enter the SSN in to the text box.
- Click the **Find User** button.
- Soldier name will be displayed.
- Click the **Add Only User** link.

Soldier Fitness Tracker (SFT) Leadership Reports

“Task Force Exclusions” Tab

- If you choose to remove Soldier names from the unit rosters, those names will be listed on this Task Force Exclusions screen.
- You can add previously excluded users back to your task force.

“View Task Force Report” Tab

- All Units assigned to your task force will be listed. The number Completed, Total assigned in the unit, and Percent Complete will be listed for each unit.
- To view a roster for unit, click on the **UIC** link.
- Names of Soldiers that were added individually using the “Add SSN” function will be listed at the end of the Unit roster.
- To delete individual names from a roster, click the red circle button to the left of the Soldier’s name.
 - Message box will appear “Are you sure you want to delete this user from your task force?”
 - Click **OK** to confirm the deletion. Click **Cancel** to return to the roster.
- To return to the “View Task Force Report” screen, click the browser **Back** button.